

# Rules of Operation for the 2011 Grayslake Farmers Market

## Location of Market

The Grayslake Farmers Market is located in Downtown Grayslake on Center Street, between Whitney and Slusser Streets. The Artist Market is located on corner of Slusser Street and Center St, next to the Vine.

## Hours of Market Operation

Participants may begin selling as early as soon as they are set up! All vendors must be ready to begin sales no later than 3:00 pm on Wednesdays and 10:00 am on Saturdays. All participants must be open for business until the close of the market at 7 pm on Wednesdays and 2:00 pm on Saturdays. The area must be cleared within one hour of closing. When setting up, market participants must limit themselves to their assigned spaces.

## Eligible Participants

**Food Purveyors:** An eligible participant is any grower or producer offering for sale items for human consumption, such as fruits, veggies, grains, nuts, berries, apiary products, maple syrups, preserves, baked goods, meat, fish, etc. Also non-edible items such as cut, dried, or potted flowers or plants. Other items may be offered for sale at the discretion of the Market Managers. The Market Managers will make decisions regarding imported items. **Note:** Lake County Health Department rules prohibit the sale of Jellies, Jams, Pickles, Salsa's, Sauces or baked goods etc. if prepared in your home. These same items if prepared in a licensed kitchen are permitted.

**Crafters/Artists:** Original Art made and created by you! All items are "juried" ahead of time. As part of your application submission you will be required to mail pictures of your work to us for review and evaluation.

**Youth Market/ Munchkin:** Youth 5 to 12 years of age. Youth vendors must be accompanied by an adult for the duration of each market day. Original art, crafts such as bracelets, necklaces, rings, knitting, crocheting or articles of clothing that have been painted or are handmade. Plants and vegetables from your garden, baked goods.

**Non-Profit/Business Partners:** Area non-profits and local business owners can make a donation to the market and request up to 4 promotional dates at the market depending on space availability. Business owners may not sell directly to the market attendees, this is promotional space only!

- A complete and accurate list of all items that you wish to sell/promote must accompany your application and must be approved by the Market Managers. Once your application has been approved should you wish to expand your

product offerings, please send us and e-mail with your request. It will be reviewed and you will be notified via e-mail if the product has been approved.

## **Displaying and Selling Goods**

Participants must furnish their own tents, tables, chairs and display arrangements. All tents must be secured with weights regardless of weather conditions. This is not optional. It is our responsibility to assure the safety of our shoppers and vendors alike.

Artists/Crafters/Youth Market: your space will accommodate a 6' table or a 4' table and one chair.

Prices of all items must be clearly marked and in full view of the customers.

All vendors who are handling foods intended for human consumption are required to provide a hand washing station.

This consists of the following items:

- Water dispenser that allows for free flowing water to facilitate two handed hand washing (available at camping stores and some hardware stores)
- Waste bucket
- Water
- Soap
- Paper towels

## **Participant Conduct**

Market participants as well as their employees shall conduct themselves in a pleasant and courteous manner. They shall avoid using any unduly loud, vulgar, profane or otherwise objectionable language. Market participants and their employees shall avoid playing radios, tape or CD players, etc., at a volume level objectionable to their neighboring participants or Market Managers. They shall avoid all appearance of being or having been intoxicated. They shall avoid belligerent behavior or actions that might be reasonably expected to lead to disputes or altercations with other producers or their representatives, prospective customers, or other persons in the Market area. In the event persons other than the producer or his/her representative cause or promote a dispute or altercation with a producer, the producer shall seek assistance from the Market Managers. Market participants may only promote their products within the assigned booth space / area, no product promotion is permitted in the common areas of the market.

## General Regulations

No participant shall:

Pack up their products and leave the market area prior to 7:00pm

Sell apiary products, maple syrup, or any sugars or processed foods unless properly labeled in accordance with Illinois State standards for labeling.

Sell meat/cheese/fish/poultry/pork or prepare food on site without a current Lake County Health Department Permit. All vendors requiring permits must contact the Lake County Health Dept. 847-377-7780

Sell or offer any article according to weight except in accordance with established Illinois State standards for weight.

Sell or offer for sale any unwholesome or spoiled articles.

Sell or offer for sale any article without first obtaining an Illinois State tax license for the current year.

Attempt to attract attention by hawking, yelling loudly or distributing fliers throughout the market.

Transport or display food without adequate protection against contamination; Delivery trucks and equipment used for transportation and display shall be kept clean at all times.

Allow any waste or refuse to remain after the closing hour of the market; the participant is responsible for the cleanup and removal of all waste from the site. Vendors must bring their own brooms and waste receptacles for removing trash from the Market Area. You must take your trash with you. The Village Permit requires that the trash be hauled away by the vendors at the end of the day. **Fines of \$50.00** per incident will be levied on all vendors not cleaning up their areas. Repeat offenses will result in vendors being banned from participating in future market days.

Live Animals; Vendors are not to bring live animals to the market!

Parking on Center, Slusser and Whitney streets and the Dollar Store lot is strictly prohibited! Vendors found in violation will be fined **\$50.00**. All Vendors are required to park their cars in the municipal lot located at the **Municipal Lot on the corner of Center Street & Seymour, adjacent to the railroad tracks.**

**Munchkin/Youth Market:** All children that have registered for a booth in the market must be accompanied at all times by an adult. Children should not be left without adult supervision during the hours of market operations.

### **Enforcement of Rule and Regulations**

Participants in the market must conform to Market rules at all times. The Market Managers have the full authority to enforce all rules. Any participant failing to comply will lose space at the discretion of the Managers. Market rules supplement village code provisions.

### **Notification of Absence**

Please contact the Market Managers immediately and leave a message at **847-875-4962**.

The market will be held on each day as designated in the application, there will be no refunds should you choose to not participate on the dates originally agreed to.

The market operates in all weather conditions, rain, snow, sleet or sun we are open for business. In the event of severe weather conditions the Market Manager may elect to close the market to insure the safety of all vendors and shoppers alike, i.e. tornado warnings, severe lighting, sub-zero temperatures. Refunds will not be given for dates cancelled due to weather precautions.

Failure to attend the market more than 3 scheduled times without prior approval of the market manager will result in forfeiture of your space and any fees already paid. It is our effort to have a consistent and fully filled market. Gaps in the Market make for choppy shopping flow and negatively impact your fellow vendors.

### **Safety Rules**

Canopies, Tents, Tarps & Umbrellas etc. must be securely tied down and all tie downs must be secured with sufficient weights to prevent tipping or shifting during market hours. This is Chicago after all, and the weather can change on dime. We request that you take the necessary steps to secure your tents and canopies every market day!

### **Payment**

Once your application has been accepted payment for all approved dates will be **due in full**. Vendors will not be allowed to set up at the market without having their account marked paid in full. You will be provided with an invoice when your application has been approved clearly listing dates, charges and total amount due.

## Marketing

The Friends of the Farmers Market Tent will be happy to share any specials you have each week with our shoppers. It is the responsibility of each vendor to provide the market manager with any specials, notices, etc for the following week by each Friday prior to the applicable. When completing your application, be sure to list as much detail about your company as possible for your vendor bio. This information will be cataloged and available for shoppers at the Friends Tent.

## Exclusivity / Redundancy

The Grayslake Farmers Market does not offer or guarantee **any** exclusivity to **any** vendor for **any** product at any time. In our efforts to provide a wide mix of product offerings we will limit the number of vendors with redundant products. That being said, we do allow for duplicate products as space allows.

## Set up and Tear Down

### Wednesday Market

#### Set Up

Vendors may arrive and start setting up at 1pm. Center St Vendors are to enter the market with their vehicle on the corner of Center and Whitney St. Upon entry to the market area with your vehicle you will drive to your designated space, unload all of your items into your space and then park your vehicle in the municipal lot on the corner of Center and Seymour. **DO NOT START SETTING UP YOUR BOOTH UNTIL YOUR CAR HAS BEEN REMOVED FROM THE MARKET.** The Center Street traffic lane will be open for vendors from 1pm to 2:30pm. Any vendor arriving after 2:30 may request assistance from Market Staff to hand carry in their items. Due to the volume of foot traffic and market layout this rule is not just for improved operational flow, but for the safety of all market visitors. When entering the traffic lane with your vehicle please pull as close to your booth space as possible and park on the left of the traffic lane. (Straddle the lane lines) Do not leave your car in the right lane. (This is for through traffic only!) If the left lane is full and there is room on the right (Vendors have not already set up / dropped off, you may pull your car to the right for unloading as well.) Market Staff is available to assist and direct you during your loading process. If there are no open parking spaces you may need to drive around the block and give it another pass. Be patient, be kind, and be respectful. The first couple weeks of the market are especially hectic while everyone is finding their way.

#### Tear Down

This works exactly like set up but in reverse. Vendors are to completely take down, pack up, and clean up their booth area. Once all your items are packed and ready to be loaded you may then and only then, retrieve your vehicle. For the safety of all market

visitors you may not enter the Center Street traffic lane until after 7pm. Market staffers are happy to help you load your vehicle and get you on your way.

### **Saturday Market Spring / Fall / Winter**

#### **Set up**

8:30am to 9:30am. Your booth is to be ready to go by 10am. There is no street closure for Saturday market and no parking allowed for vendors on Center St. You will need to pull up either on the street or the alley, unload, park your car, and return to set up your booth space.

#### **Tear Down**

2pm. Just like with the Summer Market all the same rules apply.

Should you have any questions regarding any of the rules or procedures, please contact Market Staff either by phone 847-875-4962, email [marketmanager@grayslakefarmersmarket.com](mailto:marketmanager@grayslakefarmersmarket.com), or in person, look for the Orange hats.

Please complete the following page and return it to the market manager either by email, fax, or mail.

Thank you for participating in the 2011 Grayslake Farmers Market.

Your Co-Presidents

Paul Patricelli & Diana Gwilt

# 2011 Grayslake Farmers Market Operational Rules Acknowledgement

I have received, read, understand and agree to the Grayslake Farmers Market 2011 rules and operational instructions.

I will contact Market staff by phone at 847-875-4962 should I not be able to attend my scheduled dates.

I understand that my fees are non-refundable and due in advance.

I agree to sell only the products that have been approved on my application.

I agree that I will seek assistance from Market staff to resolve any issues with other vendors, location, setup, teardown, etc.

I agree that failure to comply with these rules may result in fines and expulsion from the Grayslake Farmers Market.

Vendor Name \_\_\_\_\_

Doing Business As \_\_\_\_\_

Best number to contact \_\_\_\_\_

Email \_\_\_\_\_